



MEMORANDUM

To: Business and Financial Officers  
From: Russell Smith, Supervisor Accounting Services  
Date: December 3<sup>rd</sup>, 2018  
Re: Planned Payment Schedule before the 2018 Holiday Break

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*Please note the following dates to ensure any payments you require are entered in FIS and the necessary supporting documentation is provided to Financial Services by the following deadlines.*

**Cheque and Draft Payments**

The final cheque/draft run for 2018 will be **Tuesday December 18, 2018** and include for payment:

- **A/P Vendor payment Cheques**
- **Expense Reimbursement Cheques**
- **Foreign Draft payments**
- **Accountable Advance Cheques**
- **Petty Cash/Imprest Reimbursements**

Payments that become due over the holiday period and have been posted in FIS will be included in the December 18<sup>th</sup>, 2018 cheque/draft payment run. Payments over \$50,000 will require that supporting documentation be forwarded to the Accounts Payable department by the end of day **Tuesday December 18<sup>th</sup>, 2018** to ensure payments are mailed before the University closes for the holiday break – Friday December 21<sup>st</sup>, 2018. To assist in ensuring the documentation is available when required, please attach the supporting documentation on the posted FIS document using the process [Attaching Electronic Images to SAP Documents](#).

**Expense Reimbursement Direct Deposit (ERDD)**

The final ERDD for 2018 will be processed on Friday December 21<sup>st</sup>, 2018. **ERDD claims must be posted in FIS by the end of day Thursday December 20<sup>th</sup>, 2018 to be selected for the final 2018 ERDD payment run.** “Parked” ERDD documentation must be provided to Financial Services by **NOON** on Thursday December 20<sup>th</sup>, 2018 for review and posting. If the “Parked” ERDD deadline is not met, the document will need to be reprocessed in January 2019.

**Wire Payments – Regular (see below on deadlines for Honorarium’s by Wire)**

The Accounts Payable department must receive completed wire payment forms by **Noon Monday December 17<sup>th</sup>, 2018** to process before the University closes on Friday December 21<sup>st</sup>, 2018.

**Wire Payments – Honorarium (T4A-NR Payments)**

Where a T4A-NR payment is required to be **paid by wire in 2018 using the “F” type payment**, the **deadline** for providing the wire to Accounts Payable will be **Tuesday December 4<sup>th</sup>, 2018**. You must have posted in FIS to vendor 990268 prior to this date. These payments will then be processed by Friday December 7<sup>th</sup>, 2018, to meet Payroll’s 2018 calendar year cutoff for Honorarium payments in vendor 990268.

If you have any questions please contact me at 416-978-2511 or [russell.smith@utoronto.ca](mailto:russell.smith@utoronto.ca).